Pacific CPOC / MDCPDS
USER REGISTRATION FORM
INSTRUCTIONS

The areas of the form in **Blue or Teal** are **REQUIRED**.
NOTE: *All required fields must contain a value, if it is not applicable please enter NA.*

USAGE: Are you a SUPER USER (CPAC OR CPOC), CASUAL USER (Access the system weekly), OCCASSIONAL USER (Access the system enough to keep your user id active).

Are you **ADDING**, **MODIFYING** or **DELETING** a user? Select one.

DB ACCESS: *(mark all that apply. To select both selections hold the Ctrl key down and clicking on each selection.)*

First Name, Last Name, E-mail Address, Last 4 of SSN: self explanatory.

Printer Name: Should be exactly as the printer is named, system is case sensitive (ex. DOIM 3rd FL Color). Failure to input accurate printer name can result in being unable to print from MDCPDS.

Printer Make: HP, Brother, NEC, Okidata, Epson, etc.

Printer Model: LaserJet 4+, HJ-100, Silentwriter2 LC 860, ML 380, FX-100, etc.

Printer Location: Specific location of printer including directorate, department, division, branch, section, office, etc. (ex: HQ, PAO, Rm 135)

Printer POC Name: The complete (first and last) name of the person who has direct knowledge and control over printer listed in printer name (can be IM or DOIM POC) in case of printing issues. Must have ability to modify printer settings.

Printer POC telephone #: either DSN or COMM number of person listed as printer POC.

Default printer IP Address: IP address of the printer or the print server printer is connected to (and shared from). This information must be provided or user will be unable to print from MDCPDS. This IP address MUST BE static. Dynamic IP addressed printers or print servers will not work in MDCPDS.

Any changes to either a printer name or a printer IP address without prior coordination through the Help Desk at the Pacific CPOC will result in the user being unable to print from MDCPDS.

Type of User: select one from the List of Values (LOV)

Primary Role of User: select one from the LOV; unlike the PPIs a user can have multiple Responsibilities/Roles.

Secondary Role of User: select one from the LOV,

RPA Access: *(mark all that apply)*
Servicing CPAC: select one from the LOV

MACOM /Command Code: select one from the LOV

UIC: 6 digit Unit Identification Code

Organization Code: ORG-STRUCT-ID-SHRED up to 7 digits

CPCN of Highest Position this user needs access to: Position number of person who holds the highest position in the organization this user must access.

Name of this Position Holder: self explanatory

UIC Access/CPCN: If user needs access to multiple UIC/ORGs, must provide this information along with the top CPCN in that organizational structure.

Coredoc User: Will you need access to COREDOC?

OTA Oracle Training Administration: *(formerly TRAIN)*
Will you need to access OTA? ***If yes, select one role.***

If you have comments related to the building of this user account please fill in the information in the **COMMENTS** area.